TimePilot
Extreme

TimePilot Vetro

TimePilot
Tap+

TimePilot PC

TimePilot

Time and Attendance Systems Instruction Manual

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TimePilot Time and Attendance Systems

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Introduction

Congratulations and thank you for purchasing a TimePilot time and attendance system. We've worked hard to make it a thorough and easy-to-use system, and we're sure it will cut your payroll processing time by hours and virtually eliminate mistakes.

TimePilot offers four time and attendance systems, each designed for a different environment:

- **TimePilot Extreme.** Our weatherproof, battery-powered system is designed for outdoor use, although it can be used inside, too. It commonly would be used at construction sites, where the clock is exposed to the elements. The clock is locked down to prevent theft, but can be moved easily to another site when necessary.

- **TimePilot Vetro.** This system is intended to replace old-fashioned indoor punch clocks. The elegant, wall-mounted timeclock collects the employee clock-ins and clock-outs. There are two options to transfer the data to the TimePilot software: Standalone Mode, where the data is transferred via the TimePilot USB drive; or Network Mode, where the data is transferred in real-time through an Ethernet cable.

- **TimePilot Tap⁺.** This is the ultimate portable timeclock. It's about the size of a deck of cards and weighs just 5 ounces. But that doesn't mean it's not powerful: A single Tap⁺ can handle as many as 2,000 employees, and its battery lasts as long as a year between recharges. Employee clock-ins and clock-outs are transferred to the TimePilot Central software via a USB cable.

- **TimePilot PC.** This is our completely software-based time and attendance system. Employees click on the image of a timeclock on their computer screens to clock in and out. The basic software package includes licenses that allow the program to be installed on up to five computers. (Just like its big brothers, TimePilot Extreme, Vetro and Tap⁺, TimePilot PC can accommodate up to 2,000 users.) TimePilot PC gives a company lots of options: It could have all of its employees clock in at any of the five PCs running the software; or it could—with the purchase of additional inexpensive licenses—have hundreds of employees clock in at the PCs on their desks.

All four systems use the same core software: TimePilot Central. This means that you can combine them to create the perfect system for your business—for instance, TimePilot Extremes at your worksites, TimePilot Tap⁺ in a truck, TimePilot Vetro in your shop and TimePilot PC in your office—and if you have a network, all of them will work together seamlessly.

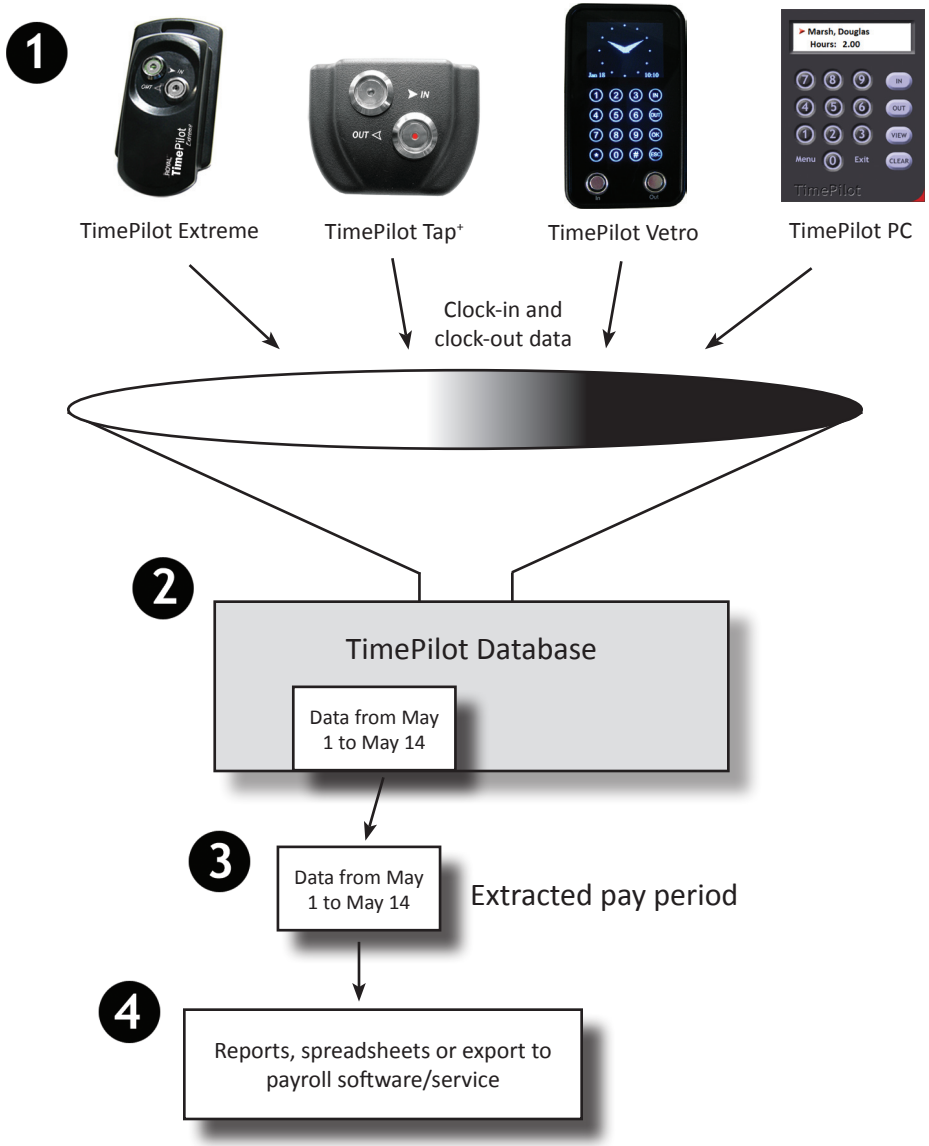
No matter which system(s) you use, the principle behind them remains the same:

1. Employee clock-in and clock-out data, also known as transactions, from all systems

are collected in the TimePilot software's database, which can be located on a network server or on a PC's hard drive.

2. At the end of the pay period, the transactions are "extracted" from that database and placed in a separate database, where they are checked and corrected (if necessary) by supervisors.
3. Supervisors use that information to create reports that indicate the exact number of hours each employee worked. The extracted data can be archived on their hard drive, on a CD or DVD, on an external hard drive or uploaded to storage on the Internet.
4. The report can be printed, saved as a spreadsheet or exported in a format that can be used by payroll software or a payroll service.

The diagram below illustrates how the system works:



Why so many choices in installation?

We've found that many of our customers use more than one TimePilot time and attendance product. All of our products—TimePilot Extreme, TimePilot Tap+, TimePilot Vetro and TimePilot PC—can work together, creating one custom system.

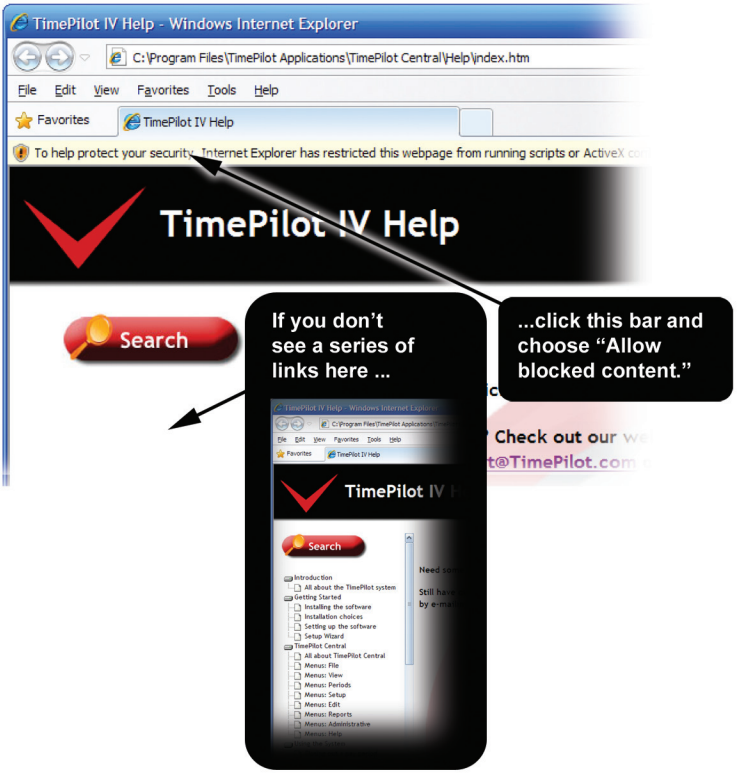
So, for instance, you can run TimePilot PC in the front office, TimePilot Vetro in the back shop, TimePilot Extreme at the job site and TimePilot Tap+ in a truck, with all four systems feeding time and attendance data into one folder on your PC or server.

By including all these choices on your CD, we give our customers the greatest flexibility to

TimePilot Tip

For more detailed instructions ...

... and definitions of many of the terms in this manual, check out the Help files in the TimePilot software. You can view the help files by clicking the "Help" menu in TimePilot Central.


TimePilot IV Help - Windows Internet Explorer
C:\Program Files\TimePilot Applications\TimePilot Central\Help\index.htm
File Edit View Favorites Tools Help
Favorites
TimePilot IV Help
To help protect your security, Internet Explorer has restricted this webpage from running scripts or ActiveX
TimePilot IV Help
Search
If you don't see a series of links here ...
...click this bar and choose "Allow blocked content."
Check out our
@TimePilot.com

install the software they want.

By the way, if you'd like to try TimePilot PC for free for 30 days, you can install it by clicking "Yes" when you're asked, "Do you want employees to clock in and out at this computer using the TimePilot PC clock?" After it's installed, you'll see a registration screen; simply click the "Evaluation" box and you're good for the next 30 days.

If you wish to purchase TimePilot PC, call us at 630.879.6400. You will receive the registration code that converts the software from a trial version to the regular retail version, a copy of the program on CD and a printed version of the manual. The setup information you entered into the trial version, as well as the data collected, will automatically be transferred to the permanent version of the software.

For more on TimePilot PC, please see Page 23 or visit our web site, www.TimePilot.com.

TimePilot Extreme

TimePilot Extreme timeclock system

Loop for padlock (hidden)

USB port (hidden)

USB drive

Management iButton (gray)

Padlock

Mounting plate

Loop for padlock

How does the system work?

The mounting plate is screwed to a wall, stud, empty junction box or other flat surface. The Extreme time clock is set up with the TimePilot USB drive (as described in the Quick Start Guide), placed on the mounting plate and locked in place with the padlock.

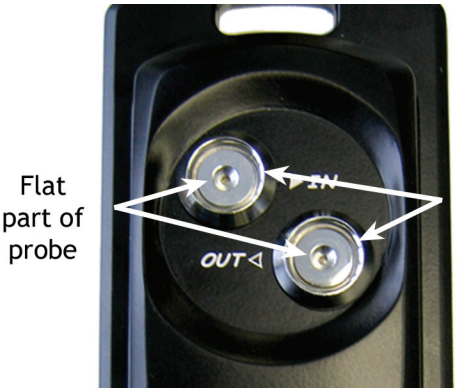
Employees clock in and out with their iButtons (see the next page for details) and the clock-in and clock-out data is saved in the clock's memory.

When it's time to do payroll, a supervisor downloads the data onto the TimePilot USB drive and imports it into a PC running the TimePilot Central software. (See Page 8 for details.)

The supervisor uses TimePilot Central to make any necessary corrections or changes to the attendance data, then uses the software to extract the pay period's data and generate reports or prepare the data for payroll.

Clocking in and out

To clock in or out, just touch your iButton to the appropriate iButton probe. You'll hear a "beep" and the light in the probe will flash. The metal part of the iButton must touch both the inner flat surface of the probe as well as the inner rim of the collar. If you touch your iButton to the probe and nothing happens, hold the iButton gently against the probe and slide the iButton slightly to the side, so the iButton makes contact with the rim of the probe.



Collecting and retrieving data

Here's an overview of the process you'll use to collect the time and attendance data from the Extreme time clock(s) and import the data into the TimePilot software:

First, you'll have the time clock(s) download the time and attendance data onto the included USB drive. Then you'll upload data from the USB drive to the PC running the TimePilot software. Data can be collected from multiple clocks before returning to the PC and uploading the data. The data can be also be collected as frequently as desired. Even though your pay period may be weekly or biweekly, you may collect the data every day, if desired.

1. Unlock the padlock securing the timeclock to the mounting plate, then insert the USB drive into the USB port on the bottom of the clock. The clock can be removed from the mounting plate to make it easier.
2. Tap the included gray Management iButton to the "In" probe of the clock. The lights on the two probes will begin flashing yellow in an alternating pattern while the clock prepares to write data to the USB drive. The probes' lights will flash green as the clock writes the most recent data to the USB drive. When the lights stop flashing, a series of beeps will sound, indicating that the data has been written successfully.
3. Remove the USB drive, reattach the clock to the mounting plate (if necessary) and secure the clock with the padlock.
4. Repeat the above steps for each clock you own, if desired.
5. Return to the PC and insert the USB drive into an available USB port on your PC.
6. Run the TimePilot software's "Extreme Data Manager": Click "Start" on the Windows desktop, then "All Programs." Select "TimePilot IV" and then click "TimePilot Extreme."
7. Extreme Data Manager will automatically detect the presence of the USB drive with the TimePilot data files. Follow the screen prompts to import your data into the TimePilot database.
8. View and edit the transactions in TimePilot Central. For more about TimePilot Central, see Page 29.

Setting the time on your Extreme time clock

It's important that the time on your Extreme time clock be accurate. You can check the time on the clock when you import time and attendance data into TimePilot Central. If the time on the clock is off, here's how to correct it:

1. Insert the USB drive into the USB port on the PC running the TimePilot software.
2. Run the "Extreme Data Manager": Click "Start" on the Windows desktop, then "All Programs." Select "TimePilot IV" and then click "TimePilot Extreme."
3. Click the icon of the clock you want to change.
4. Click the "Edit" menu and choose "Set Station Date and Time…" from the pop-up menu.
5. The Set Date and Time box will appear.
6. The first option will set the date and time on your timeclock to match your PC's clock. Please note that if your timeclock is far from the PC, it may take a few minutes to reach the clock and the time you set on the timeclock will be off by that number of minutes. If that's the case, don't use this option; use the second option.
7. The second option allows you to manually set the date and time. This is a better option if there will be a delay between the time you load the time on the USB drive and the time you get to the time clock.
8. Choose one of the options and click OK.
9. Remove your USB drive and bring it to the timeclock.
10. Remove the padlock, plug the USB drive into the clock and tap your gray Management iButton to the "In" probe.
11. The lights will flash on the clock to indicate that it is being updated. When the lights stop flashing, the process is complete. Remove the USB drive and re-lock the clock with the padlock.

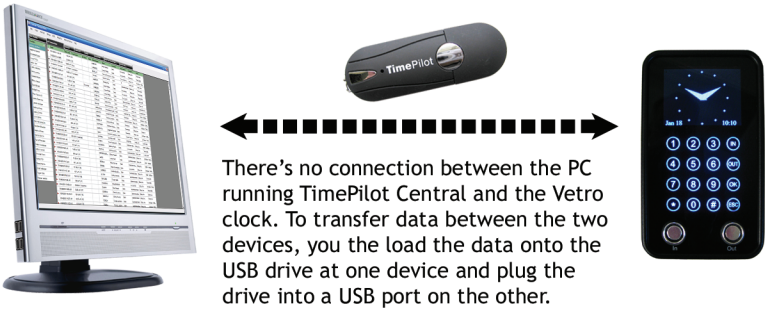
TimePilot Vetro

How does the system work?

Your TimePilot Vetro clock is attached to a wall and powered by a nearby electrical outlet. Employees can clock in and out in two ways: by tapping their iButton to the “In” or “Out” probes at the bottom of the clock; or by entering a four-digit ID code and pressing the “In” or the “Out” button on the clock’s keypad.

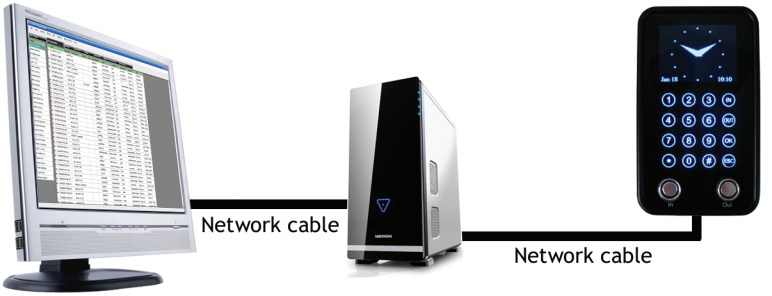
The clocks operate two ways: Standalone Mode or Network Mode.

Standalone Mode



There’s no connection between the PC running TimePilot Central and the Vetro clock. To transfer data between the two devices, you the load the data onto the USB drive at one device and plug the drive into a USB port on the other.

Network Mode



The PC and clock are cabled to your network server. Data is transferred in real time through the cable as long as the Vetro Data Manager software is running; if the Data Manager isn’t running, the data is transferred when it restarts. If your network goes down, the USB drive (described above) can still be used.

Once the clock-in and clock-out data is transferred into the TimePilot software, supervisors can

view the data, make changes and corrections, create reports based on the data and prepare the data for their payroll service or software.

The Quick Start Guide gives more details, but here's an overview of the basic setup process:

1. Mount your clock according to the directions in the included template. Plug in the power supply and set the time and date.
2. Install your software and set up your company. Follow the instructions in this manual for installing and setting up TimePilot Central.
3. If employees will use iButtons to clock in and out, assign iButtons to each employee. If they'll use four-digit ID numbers, assign them numbers. Instructions for both procedures appear later in this chapter.
4. Distribute the iButtons or ID numbers to employees and show them how to clock in and out. Instructions for both procedures appear later in this chapter.

Mounting the clock

Your first step should be to decide where the clock will be located. Usually, this will be either on a wall at a central location in your facility or at the employee entrance. The TimePilot Vetro clock should not be placed outdoors—it is not designed to be exposed to the elements.

To mount the clock on a wall, use two screws (included, with wall anchors). The included drilling template can be taped to the wall to make it easier to place the screws in exactly the right place. The recommended placement on a wall is to have the top of the station 5 feet off the floor. At this level, it's easy for most employees to see the LCD screen.

After mounting, plug the power supply into an electrical outlet. As with all electronic equipment, we suggest using a surge protector to protect your system.

Setting the date and time

When the Vetro powers up, you'll see a message on the clock's screen asking you to set the date and time. To do so, follow these instructions:

1. Enter the factory-set administrative password: "123456" (You'll change this password to something unique to your business later, when you run the TimePilot Vetro Setup Wizard.)
2. Follow the on-screen instructions, using the keypad to enter the date and time.

Installing the software

Follow the instructions for installing and setting up your TimePilot Central software on Page 29. When you complete the TimePilot Central Setup Wizard, you'll be taken directly to the Vetro Setup Wizard, which will guide you through setting up your clock in the software.

TimePilot Tip

iButton serial numbers

The iButton numbers will appear in each employee's profile in TimePilot Central after the clock-in and clock-out data is collected for the first time. See Page 15 for more on collecting data from your clock.

In the Vetro Setup Wizard, you'll do the following:

- Give the Vetro timeclock a name. The name of the clock where employees clocked in or out will appear in TimePilot Central--helpful if you're using more than one Vetro timeclock in your business.
- Set an administrative password on the clock. The factory-set password is 123456, and you'll use that to set the time and date on your clock when you first power it up, but you'll change the password here to a six-digit number unique to your business.
- Transfer the clock's name and new password, as well as the names and the ID numbers of each employee, to the TimePilot USB drive. After the data has been transferred to the drive, you'll plug it into the Vetro clock and download it into the clock's memory.
- Assign iButtons to employees. This is done at the Vetro clock.

Assigning iButtons or ID numbers

You initially set up employees with iButtons or ID numbers when you ran the Vetro Setup Wizard. Later, after you've finished using the wizard, you may find that you want to add more employees and assign them an iButton or an ID number.

For the greatest security we strongly recommend using iButtons. If you're using ID numbers, it's easier for one worker to clock in another; all they have to do is know their co-worker's number. Because iButtons are usually kept on an employee's keychain, it's much less likely that an employee will loan another their keys to clock them in.

Here's how to set up employees without using the Vetro Setup Wizard:

For users of Standalone Mode:

The process, in a nutshell:

1. Set up the new employee in TimePilot Central

2. Transfer the new employee's information to the clock

3. Assign an iButton to the employee

1. Start TimePilot Central by clicking the icon on your desktop.
2. Click the "Setup" menu, then "Profile Setup."
3. Click "Add a Profile."
4. Enter the employee's name and other information by filling in the blanks. Be sure to enter a four-digit ID number of your choosing and click the "Enable User ID Entry" box in the profile's Identification section. Don't enter an iButton serial number; that will be done at the Vetro clock later in this process.
5. Plug your TimePilot USB drive into your computer's USB port.
6. In TimePilot Central, click the Setup Menu, then choose "Transfer Changes to Vetro Clocks."
7. Wait until the new data is loaded on the USB drive. When the process is complete, remove the drive from the computer and plug it into the USB port on the Vetro clock.
8. On the Vetro clock's keypad, enter Administrative Mode by pressing "99" and then "OK," followed by your Vetro password.
9. Select "Read USB Drive" from the menu that appears on the clock's screen by entering its menu number (3) on the keypad. The data will be transferred from the USB drive to the clock.

10. Press the "ESC" key to return to the Administrative Mode's main menu.
    If you're just using ID numbers to clock in and out, stop here; the process is complete. You can press "ESC" to exit Administrative Mode.
    If you're going to use iButtons, stay in Administrative Mode; now you'll need to assign an iButton to each employee:
11. Select "Assign iButtons" from the clock's menu by entering its menu number (4) on the keypad.
12. Use the up and down arrow keys to scroll to the name of the employee to receive the iButton and tap the iButton to the "In" or the "Out" probe. The iButton's serial number will appear on the timeclock's screen.
13. Repeat Step 12 for the next employee, or press the "ESC" key to return to the Administrative Menu and ESC again to exit Administrative Mode.

For users of Network Mode:

1. Start TimePilot Central by clicking the icon on your desktop.
2. Click the "Setup" menu, then "Profile Setup."
3. Click "Add a Profile."
4. Enter the employee's name and other information by filling in the blanks. Be sure to enter a four-digit ID number of your choosing and click the "Enable User ID Entry" box in the profile's Identification section. Don't enter an iButton serial number; that will be done at the Vetro clock later in this process.
5. Click Save and return to the TimePilot Central main screen.
6. Now its time to transfer the changes to your Vetro clock. Start the Vetro Data Manager (In TimePIlot Central, click the "Setup" menu and then "Vetro Data Manager") and right-click the image of the clock.
7. From the menu that pops up, choose "Network Functions," then "Transfer Network Setup."
   If you have more than one Vetro clock and wish to transfer the changes to all of them, repeat steps 6 and 7 for each clock.
   If you're just using ID numbers to clock in and out, stop here; the process is complete.
   If you're going to use iButtons, now you'll need to assign an iButton to each employee:
8. On the Vetro clock's keypad, enter Administrative Mode by pressing "99" and then "OK," followed by your Vetro password.
9. Select "Assign iButtons" from the clock's menu by entering its menu number (4) on the keypad.
10. Use the up and down arrow keys to scroll to the name of the employee to receive the iButton and tap the iButton to the "In" or the "Out" probe. The iButton's serial number will appear on the timeclock's screen.
11. Repeat Step 10 for the next employee, or press the "ESC" key to return to the Administrative Menu and ESC again to exit Administrative Mode.

Do you want to delete an employee's iButton or ID code? (This might occur if an employee leaves your company.) Here's how:

- **iButtons:** Enter Administrative Mode on your Vetro clock (99 > OK > password), select "Assign iButtons" from the clock's menu by entering its menu number (4) on the keypad and follow the instructions to clear the iButton. This process will change the employee's iButton serial number to all zeroes, and you can assign his or her iButton to another employee.

- **ID Numbers:** Every employee has to have an ID number, but you can prevent him or her from clocking in with it. In TimePilot Central, open the employee's profile and clear the "Enable User ID Entry" checkbox. Then transfer your changes to the clock either wirh the USB drive or with the Vetro Data Manager as described above.

Clocking in and out

There are two ways a person can clock in or out: with an iButton or with a four-digit ID number.

- **Clocking in and out with the iButton:** Using the iButton is the least likely method to allow "buddy-punching." Each user simply taps his or her iButton to the "In" or "Out" probe on the clock. The clock will display the employee's name, date and time on its screen and beep twice when they clock in or out to indicate that the process is complete.
- **Clocking in and out with a four-digit ID number:** Each user enters their four-digit number on the clock, which will display their name as confirmation that they've entered the correct number. The user then presses the "In" or "Out" key on the keypad to complete the process. The clock will display the employee's name, date and time on its screen and beep twice to indicate that the process is complete.

Collecting data

At some point—usually at the end of a pay period—you'll want to move your employees' clock-in and clock-out data into the TimePilot Central software so supervisors can prepare the data for payroll. The method depends upon whether you're using your system in Standalone Mode or Network Mode.

Standalone Mode

First, you'll have the time clock(s) download the time and attendance data onto the TimePilot USB drive. Then you'll import the data from the USB drive to the computer running the TimePilot Central software.

Two important points:

- If you have more than one Vetro clock, you can go from clock to clock collecting the data from each on the USB drive before importing it all to the PC. When you view the clock-ins and clock-outs in TimePilot Central, each will be labeled with the name of the clock where it occurred.
- The data can be collected as often as you want. Even though your pay period may be weekly or biweekly, you may collect the data every day, if desired.

Here are step-by-step instructions:

1. Plug the TimePilot USB drive into the USB port on the side of the Vetro time clock.
2. Enter the clock's Administrative Mode by pressing the "9" button twice, then the "OK" button on the Vetro clock keypad.
3. The clock will ask you to enter your six-digit administrator password. This is the password you created while setting up your software.
4. If the password is correct, a menu will appear on the clock's screen. Press the number on the keypad corresponding with the "Collect Data" menu item (1). The clock will copy

the data to the USB drive and tell you when the process is complete.

5. If you want to collect data from other Vetro clocks, repeat Steps 1-4 at each one.
6. Now return to the computer running TimePilot Central and plug the USB drive into a USB port. TimePilot Central will detect the presence of the TimePilot USB drive and automatically import the data on the drive into the TimePilot database.

Once the data is imported, you can view and edit the transactions in TimePilot Central. For more about TimePilot Central, see Page 25.

Network Mode

As long as the Vetro Data Manager is running, each clock-in and clock-out is instantly transferred to the TimePilot software the moment it occurs.

If the Vetro Data Manager isn't running, the clock holds the data in memory and transfers it the next time the Data Manager program is started. The clock's memory can hold 12,000 transactions: hat's equivalent to 133 days of average use by a 15-employee company. If your network goes down for an extended period of time, you can always use the TimePilot USB drive to collect the data. See the instructions for Standalone Mode above for details.

Vetro Data Manager

The Vetro Data Manager is a small program that acts as the link between the TimePilot Central software and the clock when the clock is connected to your local area network. When Vetro Data Manager is running, employee clock-ins and clock-outs are sent instantly to the server and can be viewed in TimePilot Central. If Vetro Data Manager isn't running, the software and the clock can't communicate, so the clock holds the employee clock-ins and clock-outs in its memory until Vetro Data Manager is started.

Vetro Data Manager does other things too:

- It keeps the date and time on your clock synchronized with your server.
- It transmits changes that are made in Employee Profiles to the clock.
- It helps set up additional clocks on your system.

You can see if Vetro Data Manager is running by looking for its icon in your system tray (the area in the bottom right corner of your Windows screen, next to the clock). If you see the image of a small Vetro timeclock (shown at right), then Vetro Data Manager is running.

Starting Vetro Data Manager

You can start Vetro Data Manager several ways:

- Start TimePilot Central. When TimePilot Central starts, so will Vetro Data Manager.
- If you're running TimePilot Central, click the "File" menu, then "Vetro Data Manager."
- Click the Windows Start button, then "All Programs" > "TimePilot IV" > "Vetro Data Manager."

TimePilot Tap+

TimePilot Tap+ is the ultimate portable timeclock. It's battery powered and small and light enough tio fit in a pocket.

How does it work? Here's the short explanation:

Employees tap their iButtons to clock-in and -out at the clock. When it's time for payroll, you connect the clock to your computer with the included USB cable, and the data is transferred from the clock to the TimePilot database on your PC. Supervisors then use the password-protected TimePilot Central software to view and edit the data, create reports and prepare the data for payroll software or services.

You can also leave the Tap+ connected to your PC with the USB cable and use it as as desktop timeclock. As employees clock in and out, their transactions are sent instantly to the TimePilot software and their name and clock-in or clock-out time appear on the PC screen.

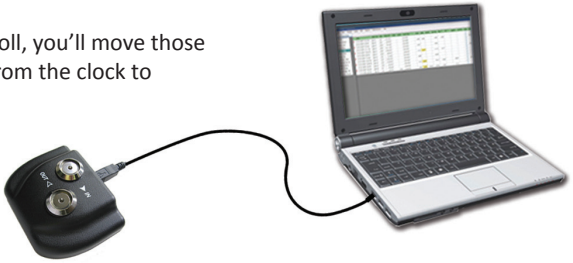
And here's a little more detail about how Tap+ works as a portable timeclock:

1

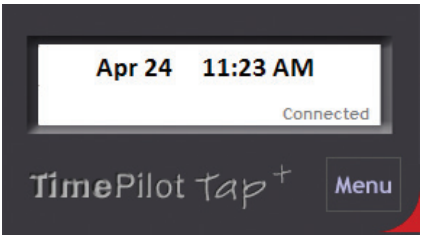
When employees tap their iButtons to the battery-powered Tap+, the clock saves three things to its memory: the iButton's serial number (which identifies the employee), the time and date and whether it's a clock-in or a clock-out.
The clock's memory can handle up to 12,000 clock-ins and clock-outs. Its battery should last a year before it needs to be recharged.

2

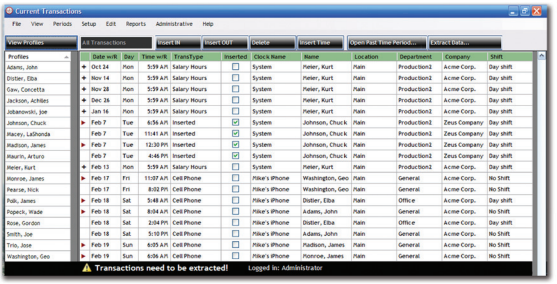
When it's time to do payroll, you'll move those clock-ins and clock-outs from the clock to the TimePilot software. That's done by first starting up the "TimePilot Tap Manager," which is a small software program that acts as the go-between for your Tap+ clock and your computer. Then you connect the Tap+ clock to your computer with the included USB cable.



3 Immediately, the Tap+ Manager moves the clock-ins and clock-outs into the TimePilot database on your computer (or on your server—you choose the location when you set up TimePilot Central). And at the same time, as long as the clock is connected by cable to the computer, the battery is being recharged and the date and time on the clock is synchronized to match the time on the computer.



4 To see the clock-ins and clock-outs (also called "Transactions"), start TimePilot Central. This password-protected software performs all the calculations and lets supervisors correct, insert and delete clock-ins or clock-outs, as well as create reports and prepare the data for payroll. For more on TimePilot Central, see Page 29.



Getting your Tap+ up and running

There are two methods to get your Tap+ up and running, and they're described below. Generally, if you're new to TimePilot, you should choose Method 1. If you have other TimePilot products and want the clock-ins and clock-outs collected by your Tap+ clock to appear in your current TimePilot database, you'll choose Method 2. Please choose the method below that's right for you.

Method 1

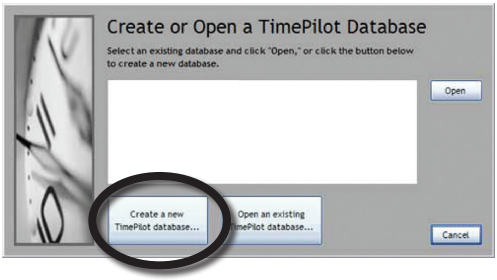
1. Place the CD into your computer's CD drive. When the opening screen appears, click "Install TimePilot Software." Choose the "TimePilot Installation Wizard," then follow the instructions to install TimePilot Central and TimePilot Tap Manager. (Note that the software will ask you if you're installing other TimePilot Products, too. If you didn't purchase those products, just click "No" for each.)

2. When TimePilot Central and the Tap Manager have finished installing, you'll see their icons on your desktop, as seen at right.

3. Now you'll set up your company in TimePilot Central. First, start TimePilot Central by clicking its icon on your desktop. You'll need your software's serial number; it's on a sticker on the inside front cover of your user manual.

   A. The first time you start the software, you'll be asked if you want to create or open a TimePilot database. (Shown on next page.) Click the "Create a new TimePilot

database...” button. In the TimePilot system, the database is where all employee transactions are stored. Generally, the database is not kept with the TimePilot software files, much like a letter that you write with word processing software generally is not saved in the same folder as the word processing program.

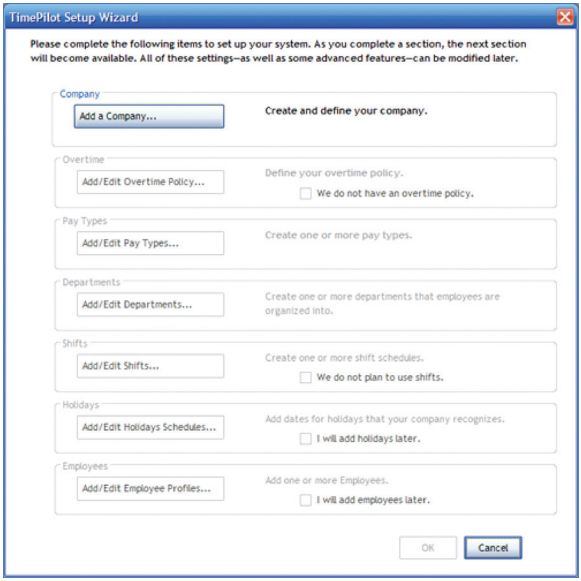

Create or Open a TimePilot Database
Select an existing database and click "Open," or click the button below to create a new database.
Open
Create a new TimePilot database...
Open an existing TimePilot database...
Cancel

By keeping the data in a separate location, you can uninstall or install the TimePilot software without affecting the data that the system has collected. (Note: If you’re re-installing the software, you may see an existing database listed; if you wish to use that database, click it to highlight it and then click “Open.”)

B. The software will suggest a location for the new database. You can accept that location or change it to any location you want.

C. After you set up your database, you’ll be taken to the TimePilot Setup Wizard, which guides the first-time user step-by-step through the process of setting up the system. Simply follow the steps, and when you complete a task, the next task will become available.

The seven-step process includes:


TimePilot Setup Wizard
Please complete the following items to set up your system. As you complete a section, the next section will become available. All of these settings—as well as some advanced features—can be modified later.
Company
Add a Company...
Create and define your company.
Overtime
Add/Edit Overtime Policy...
Define your overtime policy.
We do not have an overtime policy.
Pay Types
Add/Edit Pay Types...
Create one or more pay types.
Departments
Add/Edit Departments...
Create one or more departments that employees are organized into.
Shifts
Add/Edit Shifts...
Create one or more shift schedules.
We do not plan to use shifts.
Holidays
Add/Edit Holidays Schedules...
Add dates for holidays that your company recognizes.
I will add holidays later.
Employees
Add/Edit Employee Profiles...
Add one or more Employees.
I will add employees later.
OK
Cancel

- **Add a Company:** Here’s where you’ll enter your company information, including name, your pay cycle (weekly, bi-weekly, etc.), whether you want to have rounding applied to your employees, etc. If you have more than one pay cycle, you can create a second “company” with different settings.

- **Add/Edit Overtime Policy:** Do you pay overtime to your employees? You can have multiple overtime policies, each with a different set of criteria and payment rates.

- **Add/Edit Pay Types:** This is where you’ll set up how your employees will be

treated in terms of whether they get overtime, vacation pay, holiday pay, etc. You can have multiple pay types; for instance, one for salaried employees and another for hourly employees.

- **Add/Edit Departments:** You'll enter your company's departments here. Later, when you're using the system, you can generate reports grouped by department.

- **Add/Edit Shifts:** This is where you create your employees' shifts. The system uses shift schedules to determine if an employee is early or late.

- **Add/Edit Holiday Schedules:** You'll set up your company holiday schedule here. You can have more than one schedule.

- **Add/Edit Employee Profiles:** You'll add your employees here. Make it easy on yourself: You can use the Tap+ clock to enter each worker's iButton serial number. To do so, make sure that the Tap Manager is running and use the USB cable to connect the Tap+ clock to your computer. Then click the blue "Get iButton Number" on the employee profile screen and touch his or her iButton to one of the probes on the Tap+ clock. The number will be entered automatically.

When you finish the process, click OK and the TimePilot Central screen will appear. See the TimePilot Instruction Manual for instructions on how to use TimePilot Central.

4. Your Tap+ is ready to go. If TimePilot Tap+ Manager is running, every time you plug in your Tap+ the time and date on the clock is updated, the battery recharges and any transactions collected are downloaded into TimePilot Central.

Method 2

1. Place the CD into your computer's CD drive. When the opening screen appears, click "Install TimePilot Software." Choose the "TimePilot Installation Menu" (not the "TimePilot Installation Wizard"), then follow the instructions to install only the TimePilot Tap Manager.

2. When the Tap Manager has finished installing, you'll see its icon on your desktop, as seen at right.

3. The first time you run the Tap Manager, it will automatically connect to your existing TimePilot database. If it can't find the database on your computer (if you are using TimePilot on a network and your PC isn't running TimePilot Central, for instance), the software will ask you for the database's location. You can get the location from the person in charge of your TimePilot system.
Want to verify that the clock-ins and clock-outs collected by your Tap+ are going to the correct database? Just click the "Menu" button in the Tap Manager and choose "Options." The location will be displayed in the section titled "Data."

4. Your Tap+ is ready to go.

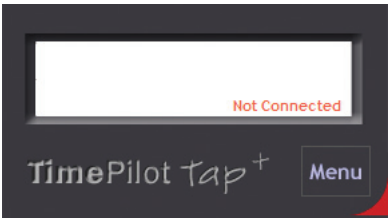
Using your Tap+

You can keep the Tap+ cabled to your PC, and all clock-ins and clock-outs will be instantly sent to the database, or you can unplug the cable and use the Tap+ as the ultimate portable timeclock.

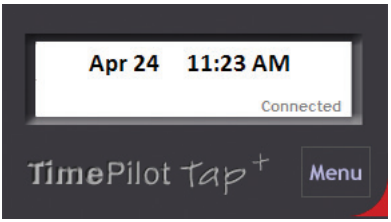
Either way, employees clock in and out by tapping their iButtons to the In or the Out probe on the clock. Just a gentle tap will do—the metal surface of the iButton just needs to make contact with the inner surface of the probe and the probe's inner rim.

If you're using your Tap+ without the cable—that's how we intended it to be used when we designed it—at some point you'll want to get your clock-ins and clock-outs into the TimePilot database on your PC. Here's how:

1. Click the TimePilot Tap icon. The Tap Manager will appear on your screen. (See screenshot at right.) Note that the words "Not Connected" appear in the white box. That will change in the next step!

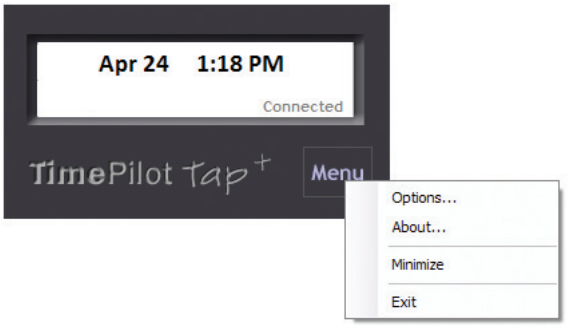


2. Connect the USB cable that came with your Tap+ to the port on the Tap+ clock and plug the other end into a USB port on your computer. In a few seconds, the Red "Not Connected" will change to a green "Connected" and the date and time will appear. (See screenshot at right.) At the same time, the clock-in and clock-out data is automatically transferred from the clock to the database, the time on the clock is updated to match the time on your PC and the battery in the clock is recharged.



All About the Tap Manager

The Tap Manager is the software that handles communication between your PC and the Tap+ clock. It only needs to be running when you want to connect the Tap+ clock to your PC.



Clicking the "Menu" button on the Tap Manager screen brings up the following choices:

1. **Options:** There are five things you can control here:

   A. **Properties.** Lists the connected Tap+'s serial number and firmware version. You can give this clock a name

here, too, which will appear in TimePilot Central next to each clock-in or clock-out that this particular clock collects. If you have more than one Tap+, naming the clock is a good way to be able to tell which Tap+ collected which clock-in or clock-out. Possible names could be "Job Site 1" or "Bill's Tap."

B. Data. By default, the "Store transactions in TimePilot database" should be checked, and the location of the database will appear on the line below. The second choice, "Store transactions in the Cloud," is only for users of TimePilot's Enterprise Edition. Enterprise Edition users have the option to store their database on the Internet, which gives them more flexibility.

C. Date and Time. If you want the date and time on the Tap+ clock to be updated with the date and time on your PC every time it's connected, make sure this box is checked (it is checked by default). If you prefer to choose when to update the date and time, uncheck the box; then you can update the date and time manually by clicking the "Set Tap Clock to PC's Date and Time" button.

D. Password. Allows you to set a password to protect access to this screen and stop unauthorized uses from making changes.

E. Advanced Button. (**Note:** We suggest you use this feature only after consultation with a TimePilot Technical Support Specialist.) Even after you download your data to your PC, the Tap+ clock keeps them in its memory until it needs that memory space for new transactions. If, for instance, your PC's hard drive fails and you lose your TimePilot database, contact our support staff (Support@TimePilot.com or 1-630-879-6400) and there's a good chance they can guide you through the process of re-downloading your most recent transactions.

1. **About:** Displays the software's version and build number (useful if you're contacting a TimePilot Support Specialist). Also shows the Data Path, which is where your database is located.

2. **Minimize:** Keeps the Tap Manager running, but minimizes it to the taskbar at the bottom of your screen.

3. **Exit:** Closes the program.

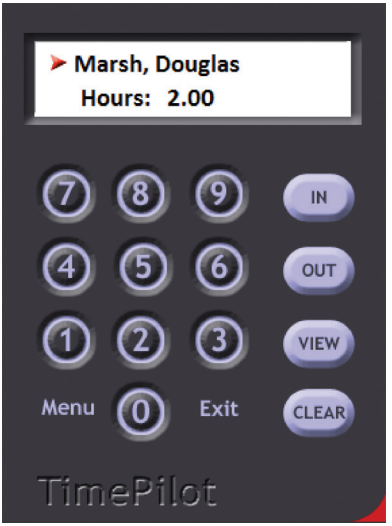
FAQs

Q. How do I set the time and date on the Tap+ clock?
A. First, make sure the Tap Manager is running on your PC, then simply plug the clock into the computer. Three things happen automatically: Clock-in and clock-out data on the Tap+ clock is downloaded to the computer; the time and date is updated on the Tap+ clock (using the time and date on your PC); and the battery is recharged.

Q. Is there a low battery warning?
A. No. The clock is always charging when it is plugged in. The LED in the iButton probe will flash red periodically to indicate charging. When the device is fully charged, it will flash green. The Tap+ has been tested to run for a year before it needs any recharge at all.

TimePilot PC

The core of TimePilot PC is the "virtual timeclock" (shown at right). This clock appears on your employees' computer screens, allowing them to clock in and out right at their PC. The clock-in and clock-out data is collected on the PC or at your server and can be manipulated by supervisors using TimePilot Central.



TimePilot PC ships with five licenses, which means the "virtual timeclock" can be installed on up to five employee PCs. Any number of employees can clock in and out at those PCs. Additional licenses are inexpensive, so you could have dozens of employees clocking in and out right at their desks. (Need more licenses? You can order them at the TimePilot web site, www.TimePilot.com.)

Setting Up TimePilot PC

First, like any TimePilot user, you'll install TimePilot Central on the computer that a supervisor will use to work with the time and attendance data collected by the system. Then you'll install the "virtual timeclock" on the PC(s) that employees will use to clock in and clock out. If the supervisor's computer will also be used to clock in and out, you'll perform both installations on that PC.

Here's how to install the "virtual timeclocks":

1. Install and set up TimePilot Central on the supervisor's PC, as described on Page 29.

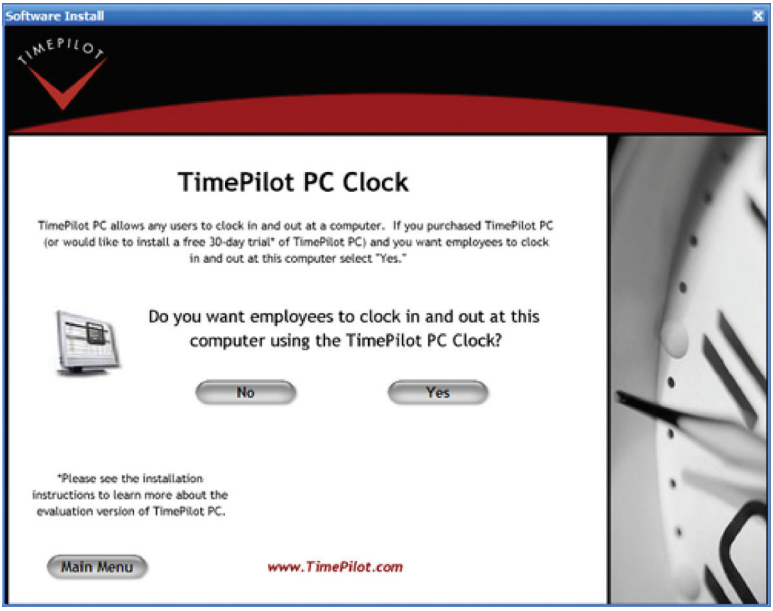
2. Place the CD in the CD drive of the first PC that will run the "virtual timeclock." When the opening screen appears, click "Install TimePilot software."

3. On the next screen, click "TimePilot Installation Wizard."

4. Click "No" for every choice offered to you except the "TimePilot PC Clock" (screenshot on next page). When this appears, click "Yes."

5. The Installation Wizard will start up. Follow its instructions to install the clock on the PC. If you are going to install TimePilot PC on more computers, repeat steps 2 through 5 for each.

6. Will you have employees clock in and out by clicking the buttons on the screen with their mouse or will they clock in and out with iButtons? If they'll use their mouse,


Software Install
TimePilot PC Clock
TimePilot PC allows any users to clock in and out at a computer. If you purchased TimePilot PC (or would like to install a free 30-day trial* of TimePilot PC) and you want employees to clock in and out at this computer select "Yes."
Do you want employees to clock in and out at this computer using the TimePilot PC Clock?
No
Yes
*Please see the installation instructions to learn more about the evaluation version of TimePilot PC.
Main Menu
www.TimePilot.com

continue to Step 9. If they will use iButtons to clock in and out, you must install the drivers for the iButton Receptor, a device that plugs into a USB port and can read iButtons.

iButton Receptor

Here's how:

A. Return to the TimePilot software CD's main menu.

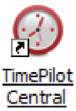
B. Click "Install TimePilot Software," then "TimePilot Installation Menu."

C. Click "Blue Dot Receptor" and follow the instructions that appear.

9. After the software and (if necessary) the drivers are installed, you'll see:

A. If you installed just the Virtual Clock: A TimePilot PC icon on the computer's desktop (shown at right). Double-click the icon to start the program.

B. If you installed just TimePilot Central: A TimePilot Central icon on the desktop (shown at right).



C. If you installed both programs: Both icons.

10. When you've finished the installation, double-click the TimePilot PC icon. The software will ask you to select the drive where the time and attendance data collected by this PC will be stored. This should be the same location that you chose for the data when you

set up TimePilot Central on the supervisor's computer. Don't remember the location? Start TimePilot Central, and on the opening screen, below the fields for your username and password, the data location is listed.

11. Next, you'll be asked to register your program. The TimePilot PC License Number is on a sticker on the inside cover of your user manual. If you're just trying out TimePilot PC, click the "Evaluation" button to get a 30-day tryout. If you wish to purchase TimePilot PC at any time during the tryout, call us at 630.879.6400; when you purchase the program, we will send you the registration code that converts the software from a trial version to the regular retail version. The setup information entered into the trial version, as well as the data collected, will automatically be transferred to the permanent version of the software.

12. Repeat steps 2-11 for each PC on which you'll install the "virtual clock."

You can see which computers have the virtual clock installed, as well as delete a license from a particular computer so it can be used on another computer, by going to the "TimePilot PC Administration" item in the Administrative menu in TimePilot Central.

Using TimePilot PC

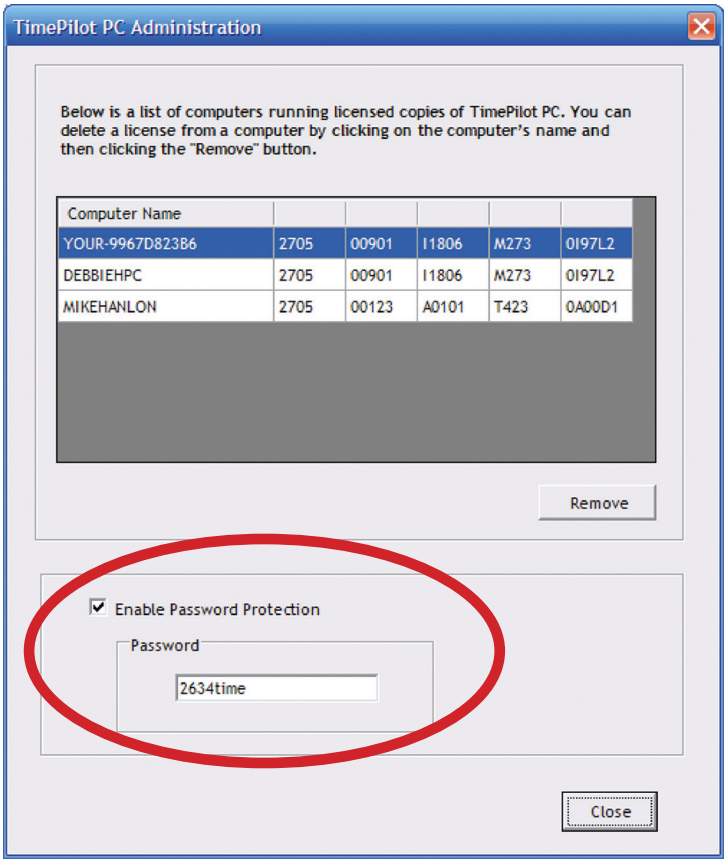
When employees enter their ID number, their name appears in the field at the top of the clock and the four buttons down the right side, "In," "Out," "View" and "Clear," become active.

- "In" and "Out" are self-explanatory (click "In" to clock in and "Out" to clock out.).
- "View" will show the employee their Current Transactions. This function is optional and controlled in the Options menu, which is described below.
- "Clear" will erase a digit if the employee makes a mistake entering his or her ID number.

To close the program, click the "Exit" button or press the "Esc" key on your keyboard.

At the bottom left of the screen is the "Menu" button. Clicking the

TimePilot Tip


TimePilot PC Administration
Below is a list of computers running licensed copies of TimePilot PC. You can delete a license from a computer by clicking on the computer's name and then clicking the "Remove" button.
Computer Name
YOUR-9967D823B6 2705 00901 I1806 M273 0I97L2
DEBBIEHPC 2705 00901 I1806 M273 0I97L2
MIKEHANLON 2705 00123 A0101 T423 0A00D1
Remove
Enable Password Protection
Password
2634time
Close

Password-protect your TimePilot PC menu

To keep employees from changing the settings on each virtual clock, you can set a password to allow access to these menu items. To do so, go to TimePilot Central, click the "Administrative" menu, then "TimePilot PC Administration." Check the "Enable Password Protection" checkbox and enter a password.

menu button will cause a list of items (see screenshot on previous page) to appear:

Options

- "View Options" tab

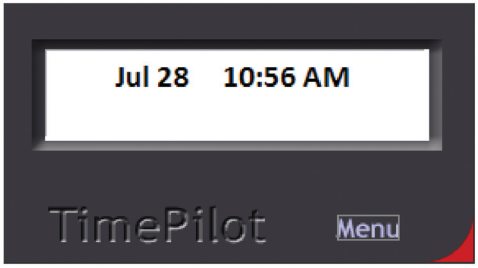
  - **Enable at Startup:** Clicking this box will cause the "Virtual Clock" to appear automatically when the computer is started.

  - **Enable Users to View and Print Their Transactions:** If this box is checked, employees can click the "View" button on the "Virtual Clock" to see and print

their transactions. If the box is unchecked, the View button won't appear. For the employee to see their transactions, they should identify themselves to the system either with their 4-figit ID number or iButton, then click the "View" button. The employee cannot make any changes to the transactions.

- **Minimize Screen after Transaction:** Checking this box will cause the "virtual clock" to be minimized after a clock-in or a clock-out. To get the clock back on the screen quickly, you are offered the chance to set a shortcut, for instance, by holding down the "Alt" key and pressing "A."

- **Display Keypad:** Checking this box will display the "virtual clock" with a full keypad, as shown on Page 25. If you don't check this box, the clock will appear as shown at right. If you use this smaller version and require employees to enter a User ID, they must enter their ID on their computer's keyboard instead of using their mouse to click on the screen (see details later in this chapter). When the smaller clock is displayed, you can exit the program by either clicking "Menu" on the clock and choosing "Exit" or simply by pressing the "Escape" key on your keyboard.



- **"Restrictions" tab:** Checking this box will allow employees to clock in and out with their ID number. If the box is unchecked, they'll have to clock in with iButtons and the Blue Dot Receptor.

Change Data Location
This allows you to change the location of the database where the data collected by this "virtual clock" is stored.

Check for Updates
Checks for updates to the TimePilot PC "Virtual Clock" software (not for updates to TimePilot Central—to check for updates to TimePilot Central, click the Start button on your desktop, click "All Programs," then "TimePilot IV," then "TimePilot Utilities," then "TimePilot Update Utility."

Minimize
Minimizes the "virtual clock" to the taskbar, and keeps it running.

About
Gives information about the product, including to whom it is licensed, the software's serial number, the software's version and build number, the application path (the location of the software on your hard drive and the data path (the location of the clock-in and clock-out data).

Exit
Quits program.

Clocking in and out

Basic method

1. Using your mouse to click the keys on the "Virtual Clock," enter your employee ID number. (Employee ID numbers can be found by double-clicking the employee's name in TimePilot Central.)

2. Your name will appear on the TimePilot PC screen, and the "In," "Out," "View" and "Clear" buttons will appear down the right side of the clock.

3. Click the "In" or "Out" button to clock in or out. Clicking the "View" button will show the employee his or her most recent clock-ins and clock-outs.

Keyboard method—Virtual Clock with or without keypad

1. Click the "Virtual Clock" on your screen to make it active, then enter your employee ID number using either the number keys across the top of the computer keyboard or the keypad at the right side of most full-sized keyboards. (Employee ID numbers can be found by double-clicking the employee's name in TimePilot Central.)

2. Your name will appear on the TimePilot PC screen.

3. Press the + (plus) key to clock in or the - (minus) key to clock out. Clicking the "View" button will show the employee his or her most recent clock-ins and clock-outs.

Clocking in with an iButton

If you've set up the system to work with iButtons and the iButton Receptor, here's how to clock in:

1. Tap your iButton to the either of the blue probes on the iButton Receptor. Your name will appear on the TimePilot PC screen.

2. Click the "In" or the "Out" button on the screen.

   Or

   Press the "+" (plus) key on the computer's numeric keypad to clock in or the "-" (minus) key on the keypad to clock out.

TimePilot Central

In earlier sections, you learned about the hardware part of your TimePilot time and attendance system. Now it's time to learn about the other half: the TimePilot software. The essential functions of the TimePilot software--setting up employees in the system, checking or correcting their clock-in and clock-out data, generating reports--are the same no matter which TimePilot timeclock system you use.

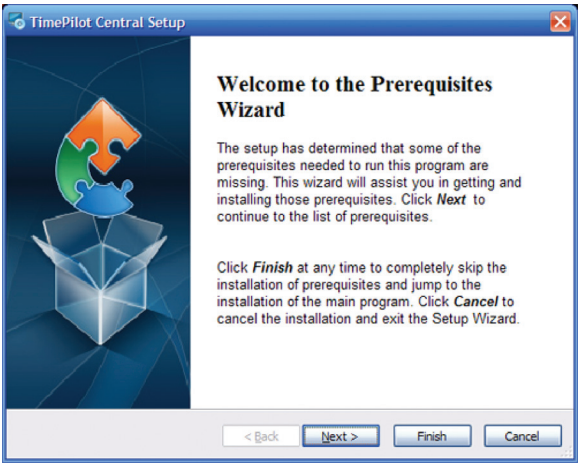
The first step is to install the software.

Installing the software

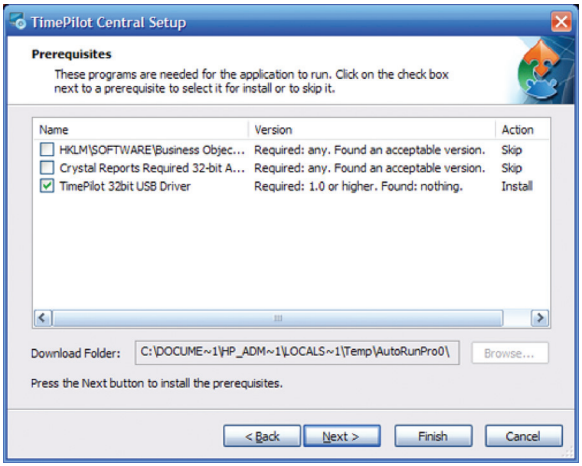
1. Place the CD into your computer's CD drive. The installation program should start up automatically. Click the "Install TimePilot Software" button. (Shown at right.)

TimePilot Installation Main Menu
TimePilot Time and Attendance Systems
If you are installing TimePilot for the first time, select 'Install TimePilot Software' to view a menu of installation options.
Install TimePilot Software
Purchase TimePilot Accessories
Install TimePilot Drivers
Exit
www.TimePilot.com
Copyright © 2010 TimePilot Corporation. All rights reserved.

2. The program will check your system to see if it already contains the appropriate drivers. If you're missing any drivers, you'll be offered the opportunity to install them now. (Shown at right.)

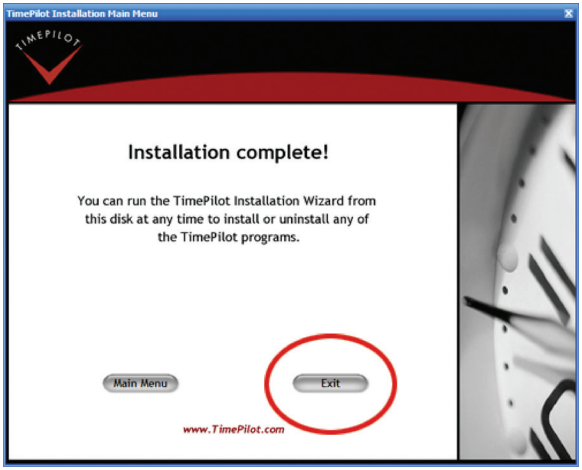

TimePilot Central Setup
Welcome to the Prerequisites Wizard
The setup has determined that some of the prerequisites needed to run this program are missing. This wizard will assist you in getting and installing those prerequisites. Click Next to continue to the list of prerequisites.
Click Finish at any time to completely skip the installation of prerequisites and jump to the installation of the main program. Click Cancel to cancel the installation and exit the Setup Wizard.
< Back
Next >
Finish
Cancel

3. Click “Next” to see a list of the missing drivers. (Shown at right.)



4. Click the “Next” button to install the drivers. When you’re done, click “Finish.”

5. Continue with the installation as guided by the on-screen instructions. When you see the screen at right, click “Exit.”

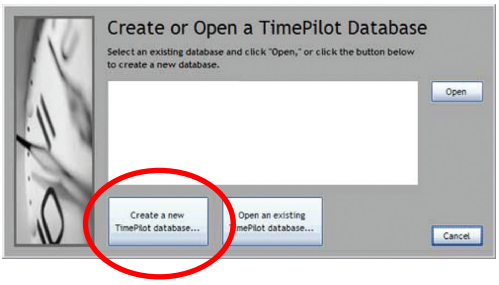

TimePilot Installation Main Menu
TIMEPILOT
Installation complete!
You can run the TimePilot Installation Wizard from this disk at any time to install or uninstall any of the TimePilot programs.
Main Menu
Exit
www.TimePilot.com

6. The TimePilot software has been installed and you’ll see the TimePilot Central icon (shown at right) on your desktop.

Setting up the TimePilot Software

Once the software and drivers are installed on your PC, you can start setting up your software. To do so, double-click on the TimePilot Central icon on your desktop.

The first time you start the software, you’ll be asked if you want to create or open a TimePilot database. (Shown at right.) Click the “Create a new TimePilot database...”


Create or Open a TimePilot Database
Select an existing database and click "Open," or click the button below to create a new database.
Open
Create a new TimePilot database...
Open an existing TimePilot database...
Cancel

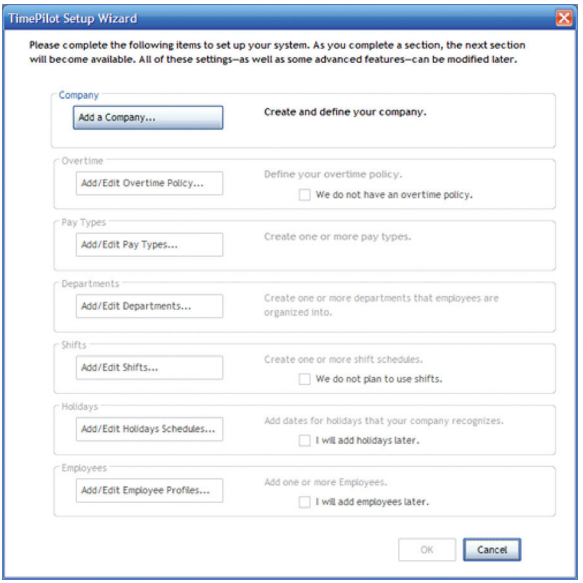
button. In the TimePilot system, the database is where all employee transactions are stored. Generally, the database is not kept with the TimePilot software files, much like a letter that you write with word processing software generally is not saved in the same folder as the word processing program.

By keeping the data in a separate location, you can uninstall or install the TimePilot software without affecting the data that the system has collected. (Note: If you're re-installing the software, you may see an existing database listed; if you wish to use that database, click it to highlight it and then click "Open.")

The software will suggest a location for the new database. You can accept that location or change it to any location you want. Once you create your database, you'll set up your company using the TimePilot Setup Wizard.

The TimePilot Setup Wizard

After you set up your database, you'll be taken to the TimePilot Setup Wizard, which guides the first-time user step-by-step through the process of setting up the system. Simply follow the steps, and when you complete a task, the next task will become available.


TimePilot Setup Wizard
Please complete the following items to set up your system. As you complete a section, the next section will become available. All of these settings—as well as some advanced features—can be modified later.
Company
Add a Company...
Create and define your company.
Overtime
Add/Edit Overtime Policy...
Define your overtime policy.
We do not have an overtime policy.
Pay Types
Add/Edit Pay Types...
Create one or more pay types.
Departments
Add/Edit Departments...
Create one or more departments that employees are organized into.
Shifts
Add/Edit Shifts...
Create one or more shift schedules.
We do not plan to use shifts.
Holidays
Add/Edit Holidays Schedules...
Add dates for holidays that your company recognizes.
I will add holidays later.
Employees
Add/Edit Employee Profiles...
Add one or more Employees.
I will add employees later.
OK
Cancel

The seven-step process includes:

1. **Add a Company:** Here's where you'll enter your company information, including its name, your pay cycle (weekly, bi-weekly, etc.), whether you want to have rounding applied to your employees, etc. If you

TimePilot Tip

Keeping accurate time

TimePilot systems take their time from the computer where your database is stored. For example, let's say you save your data to a server and use a local PC to process employee hours and run reports. If the time on the server is incorrect, it will be incorrect in TimePilot too, even if the time on the local computer is correct. To correct the problem, make sure your server has the correct time.

have more than one pay cycle, you can create a second “company” with different settings.

2. **Add/Edit Overtime Policy:** Do you pay overtime to your employees? You can have multiple overtime policies, each with a different set of criteria and payment rates.

3. **Add/Edit Pay Types:** This is where you’ll set up how your employees will be treated in terms of whether they get overtime, vacation pay, holiday pay, etc. You can have multiple pay types; for instance, one for salaried employees and another for hourly employees.

4. **Add/Edit Departments:** You’ll enter your company’s departments here. Later, when you’re using the system, you can generate reports grouped by department.

5. **Add/Edit Shifts:** This is where you create your employees’ shifts. The system uses shift schedules to determine if an employee is early or late.

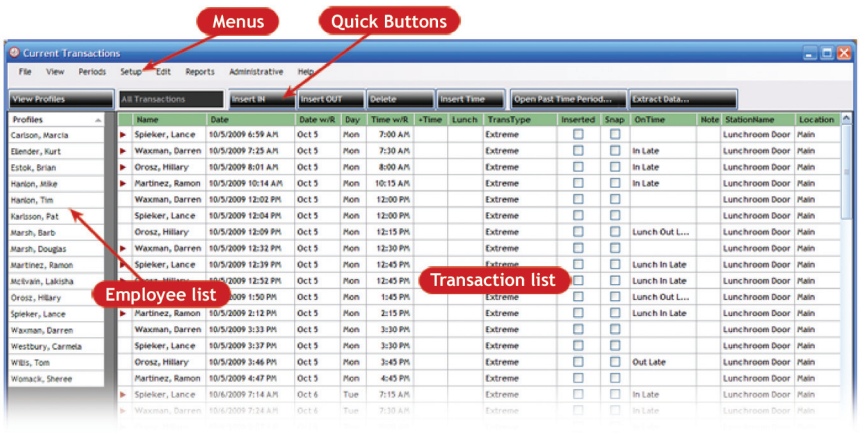
6. **Add/Edit Holiday Schedules:** You’ll set up your company holiday schedule here. You can have more than one schedule.

7. **Add/Edit Employee Profiles:** You’ll add your employees here.

When you finish the process, click OK and the TimePilot Central screen will appear.
Want to add or delete an employee, modify an overtime policy or make other changes to your setup? Click the “Setup” menu at the top of the TimePilot Central screen, and all the categories mentioned above will be available.

Getting started in TimePilot Central

TimePilot Central is the place you’ll be spending most of your time when you use the TimePilot software. In TimePilot Central, which is password-protected, you can set up employees, create or change your company’s policies (overtime, holiday schedule, etc.), monitor employee transactions and generate reports. Let’s take a look at the TimePilot Central screen:



(Note: For a detailed explanation of each item, please see the Help system in TimePilot Central.

You'll find it in the menu bar at the top of the TimePilot Central screen.)

Menus

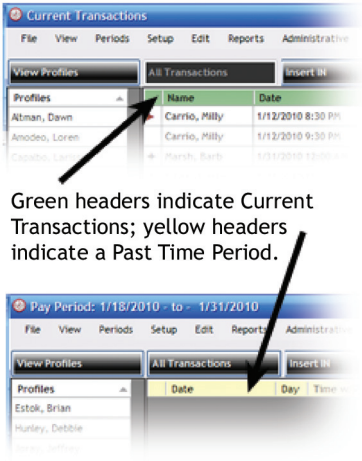
Across the top of TimePilot Central are eight drop-down menus:

- **File:** Allows you to export your payroll information to a payroll software package or service (see Page 37 for details) and exit the program.
- **View:** Lets you customize how your employees and their transactions are displayed in TimePilot Central.
- **Periods:** This is where you extract a pay period, open Current Transactions or a past pay period.
- **Setup:** This is where you set up the software to match the work policies your company has. You also add, delete and modify employees here.
- **Edit:** The items in the Edit menu are used to manipulate employee transactions. Generally, you'll click on the transaction you want to work with in the Transaction List, then click on an item in the Edit menu.

TimePilot Tip

Green or yellow?

How can you know instantly whether you're looking at a list of Current Transactions or at a Past Pay Period? Look at the header in the Transaction List. It will be green in Current Transactions and yellow in a Past Time Period.



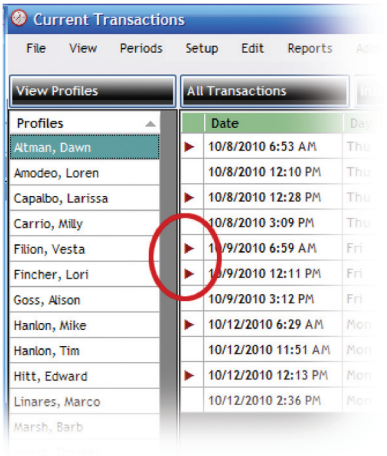
Green headers indicate Current Transactions; yellow headers indicate a Past Time Period.

- **Reports:** TimePilot's Reports function is extremely flexible. You can generate printable reports on a single employee, group of employees or all employees and specify what data you want included in each report. Reports can be printed, converted to PDF format (within TimePilot Central) or exported to Microsoft Excel spreadsheet format (.xls), Microsoft Word format (.doc) or Rich Text Format (.rtf).
- **Administrative:** This is where you can change your password or time format (from a.m./p.m. to military time) as well as keep track of TimePilot PC licenses (if you use that TimePilot product).
- **Help:** Want to check to see if there's an update to the TimePilot software? This is where to go. It's also where you can find your software's serial number, version and build number and where it's located on your computer. In addition, you can also find links to several relevant pages on the TimePilot web site as well as the very detailed online help system.

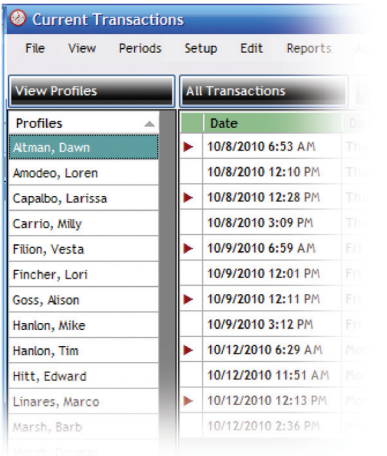
Employee List

Down the left side of TimePilot Central is the list of all employees in the system, no matter what company they work for.

- Click once on an employee's name to see just his or her transactions. To return to a complete listing, click the "All Transactions" Quick Button.
- Double-click an employee's name to view and edit their employee profile.
- If an employee's name is in red, that indicates that there is an "exception"—the TimePilot system has noticed that there is a clock-in with no corresponding clock-out or vice versa. To correct the problem, click the person's name to see just their transactions. In the list of transactions, clock-ins are identified by a triangle to the left of the employee's name; clock-outs are blank. A perfect set of transactions for an employee will have lines with a red triangle alternating with blank lines.



You can't see it here because her name is highlighted, but Dawn Altman's name is in red, indicating an exception. When you click on her name, you see two triangles in a row, indicating two clock-ins without a clock-out between them. In this case, Dawn forgot to clock out for lunch on 10/9/10. A supervisor can make a correction easily by inserting an Out transaction with the Quick Buttons (see below).


Current Transactions
File View Periods Setup Edit Reports
View Profiles
All Transactions
Profiles
Date
Altman, Dawn 10/8/2010 6:53 AM
Amodeo, Loren 10/8/2010 12:10 PM
Capalbo, Larissa 10/8/2010 12:28 PM
Carrio, Milly 10/8/2010 3:09 PM
Filion, Vesta 10/9/2010 6:59 AM
Fincher, Lori 10/9/2010 12:01 PM
Goss, Alison 10/9/2010 12:11 PM
Hanlon, Mike 10/9/2010 3:12 PM
Hanlon, Tim 10/12/2010 6:29 AM
Hitt, Edward 10/12/2010 11:51 AM
Linares, Marco 10/12/2010 12:13 PM

A perfect set of transactions: lines with a red triangle (clock-ins) alternate with blank lines (clock-outs).

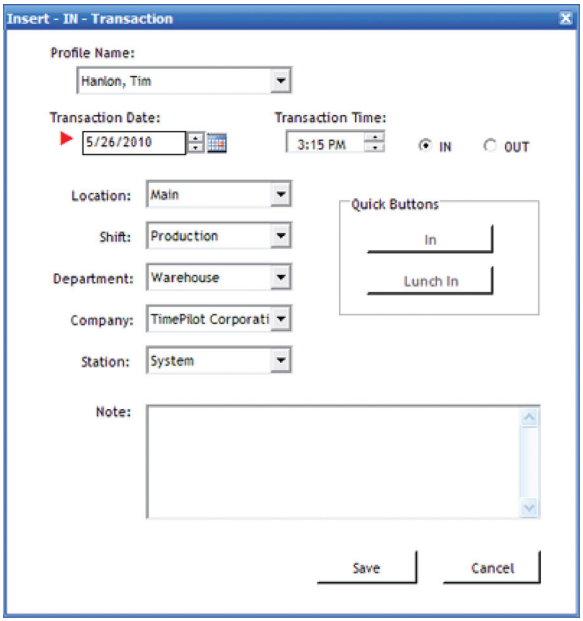
Quick Buttons

The Quick Buttons are shortcuts that allow you to make changes to, add or delete transactions, change your view in TimePilot Central and open or extract pay periods. You can use the Edit menu for all of these actions, but the Quick Buttons are faster. Here's how and when each button can be used (see the help files in the TimePilot Central software for even more detail):

- **View Profiles/View Transactions:** Depending upon what's displayed in the Transaction List, this button switches identities between "View Profiles" and "View Transactions." Clicking "View Profiles" brings up a summary of every employee's profile and changes the button to "View Transactions"; clicking "View Transactions" shows all Current Transactions and changes the button to "View Profiles."

- **All Transactions:** Displays all Current Transactions in the Transaction List. If you click once on an employee's name in the Employee List, you'll see just that employee's transactions; to return to all Current Transactions, click the "All Transactions" Quick Button.

- **Insert IN and Insert OUT:** These buttons are often used by supervisors to insert a transaction when an employee has forgotten to clock in or out (see the example above). You'll be able to specify the employee who "owns" the transaction and the date and time of the transaction. In addition, you can indicate the employee's location, shift, department and company, as well as the time clock they used for that transaction, as shown in the screenshot at right. You also can add a note to the transaction; for example, "Forgot to clock out." To read the note, double-click the note icon (✉) in TimePilot Central. Please note that any changes you make to an employee's location, shift, department or company will appear only with that individual transaction; they won't change the employee's profile.



- **Delete:** To delete a transaction, first click on it to highlight it, then click the "Delete" button.

- **Insert Time:** The TimePilot software also allows you to add time to an employee's work hours. This might be done if an employee calls in sick and is paid for sick time. You can also delete time by clicking the "negative" checkbox.

- **Open Past Time Period:** Need to see a pay period that you've already extracted? Click this Quick Button, then choose the company and the pay period and click OK. You'll know you're in a past pay period by the yellow bar at the top of the screen (Current Transactions—those transactions that haven't been extracted yet—have a green bar.)

- **Extract Data:** Clicking this button allows you to extract, or remove, all the transactions for a specific company and time period from the Current Transactions and place them

in a separate file (database). Extracting your data is a key procedure in the TimePilot system. It's explained further in the next section.

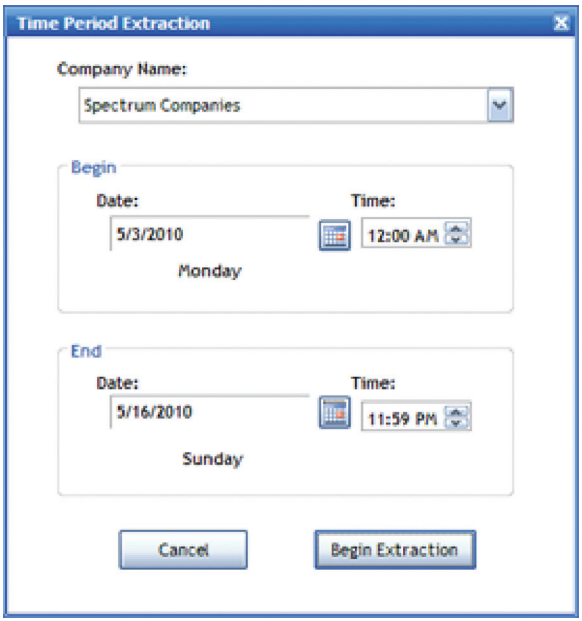
Closing out a pay period

You've set up your clocks and your software, assigned your employees their iButtons and started collecting their clock-ins and clock-outs. Now the pay period has ended and it's time to collect your data and get it ready for payroll. This is where the TimePilot software really shines.

Here's how it works: When your pay period is complete and it's time to process your payroll, you use TimePilot Central to take, or "extract," all the transactions that occurred during that time and place them in a separate file (database). If you need to make any corrections that weren't made during the pay period—if, for instance, an employee forgot to clock in or out—and add transactions for vacations, holidays, etc., to create a complete record of each employee's workweek. Then you can create and print reports for further review. Optionally, you can "export" the file to your payroll service or accounting software.

Note: You can also export your data to a spreadsheet (.xls format, commonly used by Microsoft Excel) or word processing document (.doc, commonly used by Microsoft Word, or .rtf, Rich Text Format). In addition, you can print your data or create a PDF version of the data with TimePilot's built-in tools. For more, see the page on Reports in the TimePilot Central help system.

Getting ready for payroll, step by step



1. Start TimePilot Central.

2. Extract your pay period. (Click on "Periods" in the menu bar, then select "Extract Pay Period.")

   A. You'll be asked if you want to back up your Current Transactions. Click "Yes" and follow the instructions.

   B. In drop-down list at the top of the pay period extraction box (right), choose the company whose pay period you want to extract.

   C. Choose the beginning and ending of the pay period.

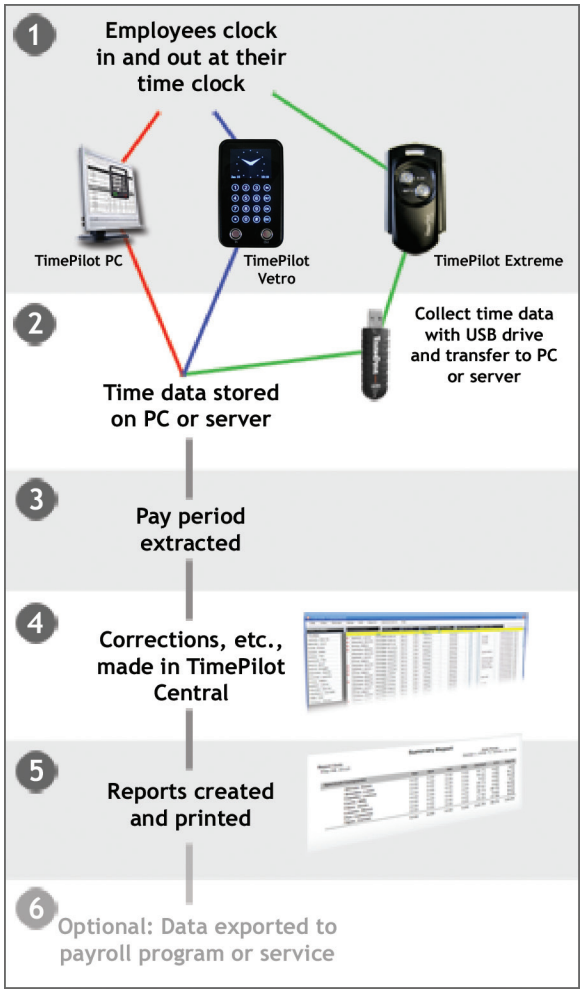
   D. Click "Begin Extraction."

   E. Now you'll have the extracted pay period open (look for the yellow bar across the

top of the transaction window.)

3. Correct any employee transactions that are erroneous, using the Quick Buttons across the top of the screen. Names in red in the Employee List down the left side of the screen indicate possible trouble spots that the TimePilot software has identified.

4. It's a good idea to also look over each employee's transactions to verify that they make sense. For instance, if an employee clocks in at 8 a.m. on Tuesday, forgets to clock out that night and also forgets to clock in Wednesday morning, but clocks out Wednesday night, the TimePilot software sees a clock-in followed by a clock-out and will not flag the error, unless you set the Alerts feature to flag excessive amounts of time.



5. Insert transactions for vacations, sick days, paid time off and bereavement time, if necessary. This is done manually. The simplest way to do this is to click on the employee's name, then on the "Edit" menu and choose "Insert Amount of Time." Enter the date and amount of time the employee is entitled to and click "OK."

6. Generate a report. Click "Reports" in the menu bar, then choose your report. ("Summary Report" is the most common choice.) If you want a printed copy of the report, click the "Print" button on the left side of the Reports screen. If you want an electronic copy of the report that can be saved or e-mailed, click the "Export" button at the left side of the screen and choose your file format. You can choose from six different formats: Crystal Reports (.rpt), Adobe Acrobat (.pdf), Microsoft Excel (.xls), Microsoft Excel Data Only (.xls), Microsoft Word (.doc), or Rich Text Format (.rtf). When you're done, close the Reports screen to return to TimePilot Central.

7. Optional: Export your data to your payroll software or service. TimePilot has available for download a variety of programs (we call them "exports") that will convert TimePilot data into formats that can be read by leading payroll services and software packages

like QuickBooks or ADP.

Here's how to see the list of available exports or to download a particular export (be sure you have a connection to the Internet before you start):

A. In TimePIlot Central, click the "File" menu, then choose "Export to Payroll."

B. The first item in the menu that pops out will be "Download Payroll Exports..." Click that item. (If you've already downloaded an export--you can have as many as you want), they'll be listed in this menu.)

C. Click "Download Payroll Exports... ." You'll be taken to a page on the TimePilot web site with all the available exports. Follow the instructions there to install the one(s) you want.

To use an export after you've downloaded and installed it, here's the general procedure (see the instructions that came with your particular export for details):

A. Click "File" on the menu bar, then "Export to payroll software."

B. Choose the export for your payroll or accounting program. If that option doesn't appear in the menu, you probably haven't installed any exports. See the previous section above for instructions.

C. Enter the required information (available from your payroll service or software manual) and click "Export" to create a file that can be imported into your payroll software or e-mailed to your payroll service.

TimePilot Supplies and Services

To order supplies and extra services, please visit the TimePilot web site (www.TimePilot.com) or call TimePilot at 630.879.6400. Available supplies and services include:

For all TimePilot systems:

- Additional iButtons. These iButtons make it simple for you to add employees to your system. iButtons are available in packs of 5, 10, 30, 50, 100 and 200 and in 12 different colors.
- Support contracts. One year of telephone or e-mail support, in addition to the 30 days of free support that start at the time of your purchase.
- iButton Receptors.
- QuickBooks Pro. A discount is offered to TimePilot customers.

For TimePilot Extreme:

- Additional Extreme timeclocks.
- Extreme mounting plates.
- TimePilot USB drives.
- Management iButtons.
- Extreme padlocks.

For TimePilot Vetro:

- TimePilot USB drives.

For TimePilot Tap^{+}:

- Additional Tap^{+} clocks.
- USB cable.

For TimePilot PC:

- Extra licenses. They come in packs of 5, 10 and 25. Larger installations are also available.

Returns/Replacements/Money-Back Guarantee

If you have issues or concerns with items you've purchased, please contact our Technical Support Specialists by calling 630.879.6400 x104 or e-mailing Support@TimePilot.com. We often are able to solve problems over the phone quickly and for free! All of our products include 30 days of free support from the time of purchase.

TimePilot Corporation also has a 30-day money-back guarantee and a one-year warranty against hardware defects on all of its systems purchased directly from TimePilot, except TimePilot PC. See below for special rules regarding TimePilot PC.

Return Policy

If you purchased your product directly from TimePilot less than 30 days ago: You may return the system to us for a full refund. See below for the Return Procedure. Note: Special rules apply to TimePilot PC; see below.
If there is a problem with your system, please contact our Technical Support Specialists at the telephone number or e-mail address listed above.

If you purchased your product directly from TimePilot more than 30 days ago: The product cannot be returned for a refund. If there is a problem with your system, please contact our Technical Support Specialists at the telephone number or e-mail address listed above.

If you purchased your product from one of our resellers: Please contact the store where you purchased your item for their return policy. If there is a problem with your system, please contact our Technical Support Specialists at the telephone number or e-mail address listed above.

- Because TimePilot PC consists of software only, we will not accept returns on that product. We strongly suggest you take advantage of the 30-day trial of TimePilot PC that is available for download on our web site. By doing so you will be able to see if the system meets your needs before purchasing it.
- Defective items covered under the one-year manufacturer's warranty will be repaired or replaced. Our manufacturer's warranty is one year after the date of purchase. See the "Product Warranty" section later in this chapter for details.

Return Procedure

- Please request a Return Merchandise Authorization (RMA) number before sending your product back. To do so, please call 630.879.6400 x104 or e-mail returns@TimePilot.com. Our returns department is open business days from 9 a.m. to 4:30 p.m. Central time.

- Any product returned to us without prior authorization from TimePilot will be considered an unauthorized return; the customer will not receive credit for the product and TimePilot will not ship the product back to you.
- Mail your product to:

  Returns Department
  TimePilot Corporation
  340 McKee St.
  Batavia, IL 60510

  The RMA number must appear on all packages and paperwork in connection with the return or your shipment may be refused.

  Note: You must ship the product to TimePilot within 5 days of the date that TimePilot issues the Return Merchandise Authorization number.

- Any costs incurred while shipping returns are the purchaser's responsibility.
- Unless the product is defective or the return is a direct result of a TimePilot error, a minimum restocking fee of 25% of the purchase price paid, plus any applicable sales tax, will be imposed on any item not returned in the original condition it was received. This includes damaged packaging, manuals, accessories or cable.
- Credit card purchases can be refunded to the original credit card number only.
- Purchases made with checks will be refunded by check. Please allow 2 - 3 weeks for processing of all refunds.
- Before you return the product to TimePilot, make sure to back up any data in the device's memory (if applicable) and on any other storage device accessory (USB drive, etc.). TimePilot is not responsible for any confidential, proprietary or personal information, lost or corrupted data or damaged or lost removable media that may be included with your return.
- Issuance of a Return Merchandise Authorization does not bind TimePilot Corporation to accept the return. Final decision shall be made after TimePilot has inspected the returned product.
- In no event will TimePilot Corporation be liable for any special, incidental, indirect or consequential damages whatsoever arising out of the inability to use the product.

Product Warranty

For one year after you purchase a TimePilot product, we will repair or replace (at our discretion) any malfunctioning hardware. The purchaser pays only the shipping to return the malfunctioning part to us. See below for the Warranty Repairs/Replacement Procedure.

This warranty is void if the product is returned in a damaged state for any reason, including damage that occurs because of failure to follow installation instructions.

Warranty Repair or Replacement Procedure

- Please request a Warranty Return Merchandise Authorization (WRMA) number before sending your product back. To do so, please call 630.879.6400 x104 or e-mail returns@TimePilot.com. Our warranty returns department is open business days from 9 a.m. to 4:30 p.m. Central time.
- Any product returned to us without prior authorization from TimePilot will be

considered an unauthorized return; the customer will not receive credit for the product and TimePilot will not ship the product back to you.

- Mail your product to:

  Warranty Returns Department
  TimePilot Corporation
  340 McKee St.
  Batavia, IL 60510

  The WRMA number must appear on all packages and paperwork in connection with the return or your shipment may be refused.

  Note: You must ship the product to TimePilot within 5 days of the date that TimePilot issues the Warranty Return Merchandise Authorization number.

- Any costs incurred while shipping returns are the purchaser's responsibility.
- Before you return the product to TimePilot, make sure to back up any data in the device's memory (if applicable) and on any other storage device accessory (USB drive, etc.). TimePilot is not responsible for any confidential, proprietary or personal information; lost or corrupted data; or damaged or lost removable media that may be included with your return.
- TimePilot has an Advance Replacement program for customers who wish to reduce the amount of time it takes to get their system up and running again. Here's how it works:

  1. Contact TimePilot's Returns Department at the telephone number listed above. Request a WRMA number and tell the specialist you'd like to take advantage of the Advance Replacement Program.
  2. The TimePilot specialist will take your credit card information and ship out a replacement part immediately.
  3. Ship us the defective part. If we receive the defective part within 14 days of the date the WRMA number is issued, we will not charge your credit card. If we have not received the part within 14 days, we will charge your credit card for the cost of the part.

Special-Order Items

Occasionally we'll offer for sale an item that is not necessarily part of our normal product line. Such items are not stocked in our warehouse and are designated as a "Special-Order Item" on our web site. The following rules for these products apply:

- Orders may not be canceled after placement.
- Products cannot be returned unless defective.
- Defective items can be returned for exchange only.
- The products are usually drop-shipped from the manufacturer within 2-3 weeks.

Terms of Sale

TimePilot Corporation reserves the right to limit quantities on any item sold, and to change the pricing of any item at any time without prior notice. As a protection to our customers, when the shipping address differs from the billing address, there may, in some cases, be a delay in the ship date until we can verify that the cardholder and buyer are the same.

Errors on Our Web Sites

We do our best to ensure that the information on our web sites is accurate, thorough and up-to-date. However, there may be instances of inaccurate or incomplete data, including availability and/or price. We make no warranty or guarantee that the information on our web site is current, complete or free from errors. We reserve the right to correct errors and/or update our web site at any time without notice. We reserve the right to refuse or cancel orders containing errors and/or inaccuracies, including those already submitted, whether or not the order has been confirmed and/or your credit card charged. We will issue a full refund to the original pay type if your order is canceled after your payment has been processed.

Questions and comments

If you have any questions or comments about any of the policies described above, please contact us at 630-879-6400 or e-mail us at Sales@TimePilot.com.

Technical Support

For technical support, call us at 630.879.6400 or e-mail us at Support@TimePilot.com. When you contact a TimePilot Technical Support specialist, please have your registration number available. The registration number can be found on a sticker on the inside cover of this manual.

TimePilot Tip

Before you call or e-mail for support...

...you might be able to save some time by checking the help files in the TimePilot Central software. Those files contain many details about our systems and definitions of terms that are used throughout this manual. You can view the help files by clicking the "Help" menu in TimePilot Central.

TimePilot End-User License Agreement

NOTICE TO USER:
THIS IS A CONTRACT. READ IT CAREFULLY. BY BREAKING THE SEAL ON THE DISK ENVELOPE YOU ACCEPT ALL THE TERMS AND CONDITIONS OF THIS AGREEMENT. IF YOU DO NOT AGREE WITH THE TERMS AND CONDITIONS OF THIS AGREEMENT, YOU WILL NOT BE ABLE TO USE THE SOFTWARE. IF YOU DO NOT ACCEPT THIS AGREEMENT AND HAVE PROOF OF PURCHASE, YOU SHOULD RETURN THE UNUSED SOFTWARE AND THE TimePilot PRODUCT IN ITS ENTIRETY TO THE PLACE OF PURCHASE FOR A REFUND, WITHIN THE TERMS OF THE RETAILER'S RETURN POLICY.

This TimePilot Corporation License Agreement for TimePilot ("Agreement") is a legal agreement between you (either an individual or a single legal entity) and TimePilot Corporation, whose products include computer software and may include associated media, firmware, printed materials, and "online" or electronic documentation ("Licensed Material"). By downloading, installing, copying, or otherwise using the Licensed Material, you agree to be bound by the terms of this Agreement.

LICENSE FOR LICENSED MATERIAL
Copyright laws and international copyright treaties, as well as other intellectual property laws, including, without limitation, those covering trade secrets, and treaties protect the Licensed Material. The Licensed Material is licensed, not sold.

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